

Anne Arundel County
OFFICE OF CENTRAL SERVICES
Records Management Division

Schedule No.

C-798

Page No.

1

RECORDS RETENTION AND DISPOSAL SCHEDULE

AGENCY *AACO Fire Dept.*

DIVISION *EOC*

Item No.	Description	Retention
1	General Correspondence	Retain 5 years then destroy
2	Plans: AACO Emergency Operations Plan Other Plans	1 Copy Permanent, Periodically transfer to State Archives Retain until replaced then destroy
3	Grants:	Retain until all audit requirements have been met, plus 1 year then destroy
4	Reference Manuals:	Retain until reference value has ceased then destroy
5	Exercises: ex. CALVEX cycle is every 6 years.	Retain 6 years then destroy
6	Emergency Files: All pertinent information on Severe Weather, Hurricanes, Tornadoes, Flooding, Chemical Spills, etc...	Keep Permanent
7	Budget	Retain 3 years then destroy
8	Financial Records	Retain 3 years then destroy

Schedule Approved by
Records Management Officer

Date

Signature

Schedule Approved by
Chief Administrative Officer

Date

Signature

Schedule Approved by
Agency, or Division Representative

Date

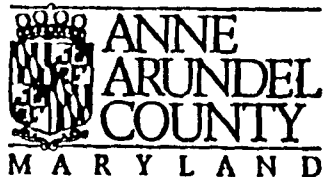
Signature

Schedule Approved by
State Archivist

Date

Signature

AUG 14 1997



Anne Arundel County
OFFICE OF CENTRAL SERVICES
Records Management Division

Schedule No.

C - 798

Page No.

2

Item No.	Description	Retention
9	Forms:	Retain until replaced
10	LEPC Files:	
	Meeting Minutes, & All voting info.	Retain Permanent
	Correspondence	Retain 5 Years then destroy
	Tier II Reports	Retain 6 Years then destroy
	Laws, Rules & Procedures:	Retain 1 copy Permanent

Instructions: Type or print a separate form for each new/revised record series. Forward with Records Retention Schedule.	Department of Central Services Property Control & Accountability 2660 Riva Road, 3rd Floor Annapolis, Md. 21401 MS # 9305 (410) 222-7623		Records Inventory Page <u>1</u> of <u>10</u>
1. Department Name Fire	2. Division EMS/Special Operations	3. Unit Emergency Management	
Definition: Record Series - A group of related records stored and used as a unit for reference as well as retention and disposition purposes.			
4. Record Series Title General Correspondence	5. Earliest Year to Latest Year <u>91</u> to <u>97</u>		
6. Record Series Description - Briefly describe in detail the information, documents, and forms contained in a series. Incoming & Outgoing correspondence pertaining to the daily operations of the Emergency Management Office.			
7. Specify the location of the files. Winterode Building - Crownsville, Administration File Cabinets *****note***** These files will be moving to Fire Headquarters (Millersville) When new EOC is finished being renovated.			
8. Recommended Retention: Retain 5 years then destroy			
9. Name of Preparer (Typed or printed) Cathy Close	10. Telephone Number 222-8040	11. Date 3/3/97	
12. Title of Preparer Clerk III			

Instructions: Type or print a separate form for each new/revised record series. Forward with Records Retention Schedule.	Department of Central Services Property Control & Accountability 2660 Riva Road, 3rd Floor Annapolis, Md. 21401 MS # 9305 (410) 222-7623		Records Inventory Page <u>2</u> of <u>10</u>
1. Department Name Fire	2. Division EMS/Special Ops.	3. Unit Emergency Management	
Definition: Record Series - A group of related records stored and used as a unit for reference as well as retention and disposition purposes.			
4. Record Series Title Plans	5. Earliest Year to Latest Year _____ to _____		
6. Record Series Description - Briefly describe in detail the information, documents, and forms contained in a series. Emergency Operations Plans to Plan of actions to respond to natural or man-made disasters.			
7. Specify the location of the files. AACO EOP is spread out over county for county agencies to maintain, updates are made by Emergency Management & delivered to plan holders. other plans are maintained in the Emergency Operations Center.			
8. Recommended Retention: AACO - 1 copy permanent. Other plans - Retain until replaced.			
9. Name of Preparer (Typed or printed) Cathy Close	10. Telephone Number 222-8040	11. Date 3/3/97	
12. Title of Preparer Clerk III			

Instructions: Type or print a separate form for each new/revised record series. Forward with Records Retention Schedule.	Department of Central Services Property Control & Accountability 2660 Riva Road, 3rd Floor Annapolis, Md. 21401 MS # 9305 (410) 222-7623		Records Inventory Page <u>3</u> of <u>10</u>
1. Department Name Fire	2. Division EMS/Special Operations	3. Unit Emergency Management	
Definition: Record Series - A group of related records stored and used as a unit for reference as well as retention and disposition purposes.			
4. Record Series Title Grants	5. Earliest Year to Latest Year _____ to _____		
6. Record Series Description - Briefly describe in detail the information, documents, and forms contained in a series. Grants information - purchases made with grants, expense forms, reimbursements, Grant Request, etc.			
7. Specify the location of the files. Winterode Building - Crownsville - Adminstration Section			
8. Recommended Retention: Retain until all audit requirements have been met, plus 1 year then destroy.			
9. Name of Preparer (Typed or printed) Cathy Close	10. Telephone Number 222-8040	11. Date 3/3/97	
12. Title of Preparer Clerk III			

Instructions: Type or print a separate form for each new/revised record series. Forward with Records Retention Schedule.	Department of Central Services <i>Property Control & Accountability</i> 2660 Riva Road, 3rd Floor Annapolis, Md. 21401 MS # 9305 (410) 222-7623		Records Inventory Page <u>4</u> of <u>10</u>
1. Department Name Fire	2. Division EMS/Special Operations	3. Unit Emergency Management	
Definition: Record Series - A group of related records stored and used as a unit for reference as well as retention and disposition purposes.			
4. Record Series Title Reference Manuals	5. Earliest Year to Latest Year _____ to _____		
6. Record Series Description - Briefly describe in detail the information, documents, and forms contained in a series. <p style="text-align: center;">BNA Newsletter, Emergency Preparedness News, Right to Know Planning Guide, and all other refernece materials pertaining to Emergency Management.</p>			
7. Specify the location of the files. <p style="text-align: center;">Winterode Building - Crownsville</p>			
8. Recommended Retention: <p style="text-align: center;">Retain until reference value has ceased.</p>			
9. Name of Preparer (Typed or printed) Cathy Close	10. Telephone Number 222-8040	11. Date 3/3/97	
12. Title of Preparer <p style="text-align: center;">Clerk III</p>			

Instructions: Type or print a separate form for each new/revised record series. Forward with Records Retention Schedule.	Department of Central Services Property Control & Accountability 2660 Riva Road, 3rd Floor Annapolis, Md. 21401 MS # 9305 (410) 222-7623		Records Inventory Page <u>5</u> of <u>10</u>
1. Department Name Fire	2. Division EMS/Special Operations	3. Unit Emergency Management	
Definition: Record Series - A group of related records stored and used as a unit for reference as well as retention and disposition purposes.			
4. Record Series Title Exercises	5. Earliest Year to Latest Year _____ to _____		
6. Record Series Description - Briefly describe in detail the information, documents, and forms contained in a series. <p style="margin-left: 40px;">Information on all exercises Emergency Management Participates in. These are exercises to educate EOC staff on what to do and expect in the event of a real emergency.</p>			
7. Specify the location of the files. <p style="margin-left: 40px;">Crownsville - Winterode Building - Admin. File Cabinets</p>			
8. Recommended Retention: <p style="margin-left: 40px;">Retain 6 years then destroy.</p>			
9. Name of Preparer (Typed or printed) Cathy Close	10. Telephone Number 222-8040	11. Date 3/3/97	
12. Title of Preparer Clerk III			

Instructions: Type or print a separate form for each new/revised record series. Forward with Records Retention Schedule.	Department of Central Services Property Control & Accountability 2660 Riva Road, 3rd Floor Annapolis, Md. 21401 MS # 9305 (410) 222-7623		Records Inventory Page <u>6</u> of <u>10</u>
1. Department Name Fire	2. Division EMS/Special Operations	3. Unit Emergency Management	
Definition: Record Series - A group of related records stored and used as a unit for reference as well as retention and disposition purposes.			
4. Record Series Title Emergency Files	5. Earliest Year to Latest Year _____ to _____		
6. Record Series Description - Briefly describe in detail the information, documents, and forms contained in a series. All pertinent information on Severe Weather, Hurricanes, Tornadoes, Flooding, Chemical Spills, etc...			
7. Specify the location of the files. Crownsville, Winterode Building.			
8. Recommended Retention: Keep Permanent			
9. Name of Preparer (Typed or printed) Cathy Close	10. Telephone Number 222-8040	11. Date 3/3/97	
12. Title of Preparer Clerk III			

Instructions: Type or print a separate form for each new/revised record series. Forward with Records Retention Schedule.	Department of Central Services Property Control & Accountability 2660 Riva Road, 3rd Floor Annapolis, Md. 21401 MS # 9305 (410) 222-7623		Records Inventory Page <u>7</u> of <u>10</u>
1. Department Name Fire	2. Division EMS/Special Operations	3. Unit Emergency Management	
Definition: Record Series - A group of related records stored and used as a unit for reference as well as retention and disposition purposes.			
4. Record Series Title BUDGET	5. Earliest Year to Latest Year <u>FY1992 to FY1998</u>		
6. Record Series Description - Briefly describe in detail the information, documents, and forms contained in a series. All information pertaining to Emergency Management's budget.			
7. Specify the location of the files. Crownsville - Winterode Building			
8. Recommended Retention: Retain 3 Years			
9. Name of Preparer (Typed or printed) Cathy Close	10. Telephone Number 222-8040	11. Date 3/3/97	
12. Title of Preparer Clerk III			

Instructions: Type or print a separate form for each new/revised record series. Forward with Records Retention Schedule.	Department of Central Services Property Control & Accountability 2660 Riva Road, 3rd Floor Annapolis, Md. 21401 MS # 9305 (410) 222-7623		Records Inventory Page <u>8</u> of <u>10</u>
1. Department Name Fire	2. Division EMS/Special Operations	3. Unit Emergency Management	
Definition: Record Series - A group of related records stored and used as a unit for reference as well as retention and disposition purposes.			
4. Record Series Title Financial Records	5. Earliest Year to Latest Year FY92 to FY98		
6. Record Series Description - Briefly describe in detail the information, documents, and forms contained in a series. All information pertaining to Emergency Management's purchases, and payment for services to Emergency Management.			
7. Specify the location of the files. Crownsville - Winterode Building			
8. Recommended Retention: Retain 3 Years then Destroy			
9. Name of Preparer (Typed or printed) Cathy Close	10. Telephone Number 222-8040	11. Date 3/3/97	
12. Title of Preparer Clerk III			

Instructions: Type or print a separate form for each new/revised record series. Forward with Records Retention Schedule.	Department of Central Services Property Control & Accountability 2660 Riva Road, 3rd Floor Annapolis, Md. 21401 MS # 9305 (410) 222-7623		Records Inventory Page <u>9</u> of <u>10</u>
1. Department Name Fire	2. Division EMS/Special Operations	3. Unit Emergency Management	
Definition: Record Series - A group of related records stored and used as a unit for reference as well as retention and disposition purposes.			
4. Record Series Title Forms	5. Earliest Year to Latest Year _____ to _____		
6. Record Series Description - Briefly describe in detail the information, documents, and forms contained in a series. <p>These are forms used by Emergency Management</p> <p>some examples are:</p> <ul style="list-style-type: none"> Winter Storm Checklist Tropical Storm/Hurricane Checklist Flood Warning Emergency Checklist Severe Storm Advisory/Watch/Warning checklist General Emergency checklist County Forms, FEMA Forms Request for Assistance forms Inventory receipt forms 			
7. Specify the location of the files. <p>Crownsville, Winterode Building</p>			
8. Recommended Retention: <p>Retain until replaced or no longer in use</p>			
9. Name of Preparer (Typed or printed) Cathy Close	10. Telephone Number 222-8040	11. Date 3/3/97	
12. Title of Preparer Clerk III			

Instructions: Type or print a separate form for each new/revised record series. Forward with Records Retention Schedule.	Department of Central Services Property Control & Accountability 2660 Riva Road, 3rd Floor Annapolis, Md. 21401 MS # 9305 (410) 222-7623		Records Inventory Page <u>10</u> of <u>10</u>
1. Department Name Fire	2. Division EMS/Special Operations	3. Unit Emergency Management	
Definition: Record Series - A group of related records stored and used as a unit for reference as well as retention and disposition purposes.			
4. Record Series Title LEPC Files	5. Earliest Year to Latest Year _____ to _____		
6. Record Series Description - Briefly describe in detail the information, documents, and forms contained in a series. <div style="text-align: center;"> <p>Meeting Minutes, Voting information, Correspondence, Tier II Reports, Laws, Rules & Procedures, etc.</p> <p>CHIEF ADMINISTRATIVE OFFICE 30470</p> </div>			
7. Specify the location of the files. Crownsville, Winterode Building			
8. Recommended Retention: Meeting Minutes & any information on votings held retain permanent. Correspondence - retain 5 years then destroy. Tier II Reports - Retain 6 years then destroy. Laws, Rules and Procedures - Retain 1 copy Permanent.			
9. Name of Preparer (Typed or printed) Cathy Close	10. Telephone Number 222-8040	11. Date 3/3/97	
12. Title of Preparer Clerk III			